

Learning Support Checklist

Before Advising

Review of Student Records

- Check Advising Guide for Learning Support Requirements.
 - **If student needs a lower MATH for learning support, they MUST start with the lower MATH unless they are exempted from it.*
- Review current schedule and course history in Degree Works to ensure student has not previously attempted the course.
- Check to see if the student meets [LS exemption criteria](#).
 - High School GPA
 - CPC/RSCR
 - SAT/ACT scores
 - Transfer Credit
 - ACCUPLACER/ALEKS
 - EPI/MPI

During Advising Meeting

Advising Appointment Checklist

- Explain LS Requirement and fulfillment options (must be done within first 30 hours):
 - Take Accuplacer
 - Take LS Support Course
 - Send updated transcripts
 - Send updated test scores
- If taking the LS Support Course, identify 2 open sections from [LS options](#) that student most wants to take.
 - Let student know that they will be manually enrolled in requested LS course and if they register for a different course, they will be removed.
 - Advise that they cannot drop LS courses or adjust them on their own; they must meet with their advisor to discuss.
- Complete [request form](#) with student's first choice
(do NOT share this link with students—**must** be completed by advisor):
 - Student Name
 - Student ID
 - LS Requirement type
 - Choose course
 - Choose student's preferred class time

After Advising

Appointment Notes

- Remove Hold If:
 - If items above discussed and request form submitted
 - If student is taking ACCUPLACER/ALEKS
- Enter detailed notes about the LS conversation in Appointment Summary Report.

Withdrawal

- Email [James Woodruff](#) to request withdrawal for both lecture AND LS section for student.
 - The student must withdraw from BOTH lecture and support section.
 - Develop new plan with student to complete the LS requirement.

If you need assistance with LS questions, ask your LS Specialist!
Learning Support Coordinator: James Woodruff